

## I. Duties and Responsibilities

The incumbent functions as a technical staff assistant to the Area Veterinarian in Charge, responsible for compliance activity in one or more states. The work involves national comprehensive programs to prevent, detect, and document violations of all laws and regulations for the control and eradication of infectious, contagious, and communicable diseases, parasites, and disease vectors of livestock and poultry. The emphasis in the compliance activity of this position is on working with industry managers and operators to gain adequate compliance without resorting to prosecutions. Considerable knowledge of APHIS regulations and industry practices, along with diplomacy and persuasion, are essential in working with industry to prevent and correct violations. Compliance activity is concentrated in Animal Welfare and horse protection, biologics, and regulatory compliance, including interstate movements.

In addition to conducting the more difficult, complex, sensitive investigations, the incumbent:

- Informs the AVIC of violations of laws and regulations that may indicate developing trends or Inspection breakdowns in certain locales. Advises the AVIC on the status of compliance programs within the Area and recommends changes in organization or procedures as needed. As necessary, meets with State program officials to develop cooperative systems and structures. Helps coordinate scheduling of Federal and State reviews to avoid duplication and maximize coverage. Meets with State officials to provide technical advice and guidance including on-the-job training for State compliance officers.
- Provides aid with technical information and assistance to representatives of OIG, OGC, State, and local enforcement agencies, Department of Justice, and U. S. Attorneys. Assists the U.S. Attorneys by securing additional information or evidence for use in preparation of cases or alleged violations. Appears as a witness and furnishes expert testimony before Grand Juries and in Federal Courts. Collaborates with investigation and enforcement units, jointly staffing activities in the areas of mutual concern.
- Determines the training needs of compliance staff personnel and provides or arranges for such technical guidance and training as is necessary to improve effectiveness, efficiency, completeness, and competence in the development and reporting of information relating to program evaluation and compliance.

## Regulations Compliance

Incumbent plans and conducts complex and sensitive compliance inquiries concerning alleged violations of Program laws and regulations, including illegal movement and transportation of animals. In controversial cases, reviews the inquiries from the national compliance staff, enters into discussions with the AVIC concerned and makes recommendations on the course of the investigation and final disposition. Collects all available on-the-spot testimony and evidence and

makes a referral to the appropriate staff. Collects testimony and evidence, including signed statements, which must be admissible as evidence in a Federal Court. Categorizes violations by type and severity and takes proper action. Maintains chain of custody of evidence and preserves evidence for use in legal actions. Collaborates with other Program representatives and appropriate State or local officials in the investigation and follow-up of inquiries.

In conducting investigations, the employee: 1) observes the movement of animals which may be in violation of the Acts and appropriate regulations and standards; 2) contacts and interrogates various individuals from which information can be collected; 3) traces animal shipments from source to destination by checking records of carriers, intermediate handlers, exhibitors, research facilities, and dealers; 4) analyzes, interprets, and evaluates information obtained; 5) verifies and corroborates information obtained to establish accuracy and authenticity of facts and evidence, including the administering of oaths and preparation of affidavits; 6) determines that the investigation is completed in that the evidence is sufficient for prosecution and forwards a formal report.

### Animal Welfare

Incumbent organizes and conducts the most difficult and sensitive investigations of alleged violations of laws and regulations governing the Animal Welfare and Horse Protection Acts.

Initiates, directs, and establishes priorities, and correlates investigations to acquire or develop evidence in cases of alleged violations of regulations and standards.

Monitors and reviews the operations, facilities, and records of USDA licensees and registrants for compliance with laws, regulations, and standards. Monitors horse shows to determine compliance and reviews shows or sales records on a random basis. Assists with the operation and maintenance of thermovision units as a horse protection diagnostic and enforcement tool.

Analyzes and evaluates statements, affidavits, and other documentary evidence to determine if the available evidence establishes the existence of an alleged violation, the identity of the persons or firm involved, and the sufficiency and appropriateness of the evidence. Prepares alleged violation cases for submission to National Staff.

### Biologics

Assists the Regional Biologics Specialist by conducting the most complex, difficult, and sensitive investigations of consumer complaints relating to licensed veterinary biological use in the field. Investigations include unlicensed biological products or unsatisfactory licensed products.

In conducting investigations, incumbent: 1) observes the movement of veterinary biologicals through various trade channels; 2) contacts and interrogates various sources and principal individuals from which pertinent information can be obtained; 3) traces shipments from source to destination by checking records from point of shipment to point of destination; 4) obtains proof of intent to sell, barter, or exchange unlicensed veterinary biologicals products interstate; 5) interprets and evaluates information and documents obtained to establish accuracy and

authenticity of facts and for evidence; 6) Determines that the investigation is complete; and 7) prepares a formal report.

Maintains contacts and cooperative working relationships with officials in the veterinary biologics industry, Federal and State law enforcement agencies, and the general public in order to handle specific enforcement procedures in alleged investigations that are sensitive due to the National and technical scope of the biologic industry.

#### B. Responsibility for the Work of Others

The incumbent provides technical advice and guidance to lower graded compliance officers who may be assigned to the Area. This includes making case assessments, providing training, assisting on the more difficult or complex cases, and reviewing completed cases for adequacy.

Technically oversees the activities of lower-graded Compliance Officers stationed throughout the Area. Recommends to them improvements in planning, scheduling, and conducting ongoing reviews of program operations. Provides analysis of manpower utilization and other resources, timing and emphasis of reviews to assure maximum program coverage based upon likelihood of preventing violations. Reviews reports and other documentation submitted by field staff to assure accuracy and completeness of presentation.

#### C. Other Considerations

In addition to an in depth knowledge of the applicable laws and regulations, the incumbent must be thoroughly familiar with the varied industry practices within his area. This includes a detailed knowledge of locale, the livestock marketing practices necessary for the prevention of disease, and familiarity with all agencies disease programs. Compliance and investigatory work requires the ability to establish good working relationships with other agencies and the public. Tact and diplomacy are needed to best represent the APHIS programs. The above duties, particularly in the animal welfare cases, involve extensive dealings with high level individuals such as national as well as local Humane Society officials, university faculty members, and owners and operators of research facilities and zoos. Extensive and negative publicity can result from cases that are not handled with utmost tact, diplomacy, and care.

#### II. Supervision Received

Incumbent works under the supervision and direction of the Area Veterinarian in Charge. He organizes, plans, and carries out the assignments independently. Oral and written reports are reviewed by the supervisor at irregular intervals. Work is reviewed for general compliance with area procedures. However, the incumbent is fully responsible for the technical content of the work. The total work product is reviewed based on the results accomplished.